

NAVSTABREMINST 1560.1
Code B15
17 May 99

NAVAL STATION BREMERTON INSTRUCTION 1560.1

From: Commanding Officer, Naval Station Bremerton

Subj: ADMINISTRATION OF THE ENLISTED EDUCATION ADVANCEMENT
PROGRAM (EEAP)

Ref: (a) OPNAVINST 1560.8 Series
(b) OPNAVINST 6110.1 Series
(c) BUPERSINST 1610.1 Series
(d) SECNAVINST 5370.2 Series

1. Purpose. To provide policy guidance and detailed regulations governing the administration of the Enlisted Education Advancement Program (EEAP) aboard Naval Station Bremerton.

2. Cancellation. Base Support Office Instruction 1560.8 is cancelled.

3. Policy. The EEAP general policy is outlined in reference (a).

4. Action. The following administrative regulations provide direction and guidelines for the supervision and maintenance of the EEAP and assign responsibility for program administration and implementation:

a. An EEAP Student Coordinator (ESC) will be appointed in writing by the Commanding Officer. The ESC will coordinate all student matters at the command level. The individual appointed as ESC should be on active duty with the rank/rate of senior chief petty officer or above.

b. NAVSTABREM will provide the Commanding Officer, NETPMSA (Code 043), with the name, address, Unit Identification Code (UIC), and telephone number of the appointed ESC.

c. EEAP Student Coordinator (ESC) will:

(1) Ensure the Commanding Officer is kept apprised of all matters concerning the student's progress towards his/her degree.

(2) Comply with the requirements as set forth in reference (a).

(3) Muster the students for inspection at least monthly.

(4) Ensure the students' performance evaluations are written and submitted and student members take the appropriate advancement exams.

(5) Ensure students comply with the Navy's physical readiness standards as set forth in reference (b).

(6) Provide copies of the EEAP regulations to appropriate college staffs for their information.

(7) Ensure appropriate service record entry for all actions occurring during EEAP assignment including course/degree completion, etc.

c. EEAP students will comply with the provisions of this instruction and reference (a).

5. Administration

a. General Academic Guidelines

(1) Academic Instruction

(a) Academic Major Change. An academic major may be changed only with approval of Commanding Officer, NETPMSA, Code 043. A proposed change requires justification by the student, endorsement by the Commanding Officer, and the written recommendation from appropriate college officials. The request must indicate what credits (if any) already earned will not be applicable to the requested major.

(b) Period of Instruction. The maximum period of instruction is two academic years (24 calendar months) including summer sessions.

(c) Degree Plan

1. A copy of the college/university counselor approved degree plan will be submitted to Commanding Officer, NETPMSA, (Code 043), not later than 30 days following the class convening date. The degree plan must be signed by the student and appropriate college official. Failure to submit a degree plan is cause for disenrollment from the program. The student will also provide a copy of the degree plan to the ESC.

2. Students may request an adjustment to the authorized degree plan based upon the written recommendation of the counselor/faculty advisor verifying the necessity to deviate from the original degree plan. The request, including the recommendation of the counselor/faculty advisor, will be forwarded, via the ESC to the Commanding Officer, NAVSTABREM, then to Commanding Officer, NETPMSA, (Code 043) for approval.

3. Minor adjustments may be approved by the ESC. Minor adjustments are defined as switching previously approved courses to accommodate availability, etc.

(d) Authorized Courses. Students are authorized to enroll only in those courses listed on their approved degree plan. Students desiring to take courses which fall outside the degree plan must request approval from NETPMSA, (Code 043), via the ESC.

(e) Required Courses. All EEAP students are required to take two semesters of English (one of which will be English composition) and one semester of mathematics regardless of the program of study. Students may satisfy these requirements by attaining a satisfactory score on the appropriate College Level Examination Program (CLEP) test or through classroom instruction.

(f) Academic Load. EEAP students will carry a full academic load at all times unless otherwise authorized in writing by NETPMSA. A full academic load is considered to be a minimum of 12 semester hours, or 15 quarter hours, during regular sessions, and a minimum of six semester hours, nine quarter hours during summer sessions. This applies to all terms, including the final term in the program. Students will not be permitted a reduced course load for their final term in EEAP. Failure to maintain a full load as discussed above is grounds for academic probation.

(g) Auditing Courses. If a student elects to audit a course, the course will be in addition to the full course load, and only one audit course is allowed per term.

b. Standards

(1) General

(a) Class Attendance. Students will attend all

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scheduled classes regardless of college policy permitting class "cuts." This requirement extends to seminars, preparatory sessions, workshops, labs, study sessions, or special programs, regardless of whether attendance is compulsory for other students. This duty-under-instruction will be considered full-time, day time employment. Classes may be taken only during the hours of 0700-1600, unless prior approval has been obtained in writing from the ESC. A copy of this request will be forwarded to NETPMSA, (Code 043). Failure to attend class will result in aptitude probation and could result in disenrollment.

(b) Extracurricular Activities. Students are permitted and encouraged to participate in extracurricular activities, including athletics. Such participation should not interfere with academic endeavors or military requirements, and acceptable standards must be maintained.

(c) Personal/Financial Counseling

1. Students are encouraged to discuss personal and financial issues with the ESC, if these issues may effect their academic or military performance.

2. The ESC has the information to assist students in obtaining help through several relief organizations.

3. The student is reminded that a failure to bring to the attention of the ESC issues that may adversely effect their performance will significantly hinder the ability of the ESC to provide assistance.

(2) Academic Standards

(a) Academic Counseling

1. At the first detection of academic difficulty by either the student or the ESC, the ESC will arrange for counseling by a local Navy Campus Education Specialist (NCES). The ESC will brief the NCES of the nature of the problem and of any background information which may impact the student's academic performance, and which may assist the NCES in making a recommendation. The NCES may recommend any course changes deemed appropriate to the approved major or recommend other corrective action. It is the student's responsibility, in conjunction with the ESC and the Commanding Officer, NAVSTABREM, to take action based upon the NCES's recommendation.

2. All EEAP students have the Veterans Administration (VA) tutoring program available to them if academic difficulties arise. Students should avail themselves of this program if the need arises.

3. All EEAP students will be interviewed three times each academic semester/quarter by the ESC. The initial interview will be accomplished during the first week of the term, the second interview will be prior to the drop/change date to allow sufficient time to reschedule classes, and the final interview will be accomplished prior to final exams. Academic progress will be discussed and action taken when necessary. The academic degree plan will be reviewed during the initial interview.

4. All counseling shall be documented by recording information on the counseling notation sheet and maintained in the student file.

5. All students who are placed on a counseling program for academic deficiency will meet with the ESC, once per week, or per the written counseling program issued to the student by the Commanding Officer, NAVSTABREM.

(b) Academic Performance

1. All EEAP students are expected to maintain high levels of academic performance. Students are required to maintain a minimum academic grade point average of 2.75 on a 4.0 scale for each term (not cumulative).

2. Students will be placed in an Academic Warning status if their term or cumulative GPA is less than 2.75 but greater than 2.5, and not receiving a "D" or "F" in any class for the term. Terms of "Academic Warning" include mandatory documented study hall, weekly counseling with ESC, and an interview with the Commanding Officer, NAVSTABREM.

3. Students will be placed on Academic Probation if their term GPA is less than 2.75 and they have received a "D" or "F" in any class during the term. Terms of "Academic Probation" include mandatory documented study hall, weekly counseling with the ESC, and an interview with the Commanding Officer, NAVSTABREM.

4. Students will be placed on probation by

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the Commanding Officer, NETPMSA, regardless of their academic status with the college, for any of the following reasons:

a. Failure of a single course, without regard to the type of credit the course may carry, and regardless of the student's grade point average for the term.

b. Failure to carry a full course load. A full course load is defined in paragraph 4.a.(1).(f).

c. Unsatisfactory grade point average. If a student's grade point average falls below a 2.5 (C+) in a single term without regard to cumulative grade point average.

d. Incomplete grades are considered unsatisfactory academic performance and must be completed during the following term (an incomplete will not be included as part of the full course load).

5. Students may be ordered to appear before a Performance Review Board (PRB) based upon the academic deficiencies outlined above.

6. A student may remove a failure by completing the requirements as stipulated in the college regulations and approved by the counselor/faculty advisor. The necessity to repeat a course shall not be cause for extending the period of duty-under-instruction beyond the maximum of 24 months.

7. Unsatisfactory Academic Performance. A student will be considered academically unsatisfactory and subject to disenrollment, regardless of academic status with the college, for any of the following reasons:

a. Failure of a second course without regard to the type of credit the course may carry, either prior to removal of an initial failure or concurrent with another failure, in any term.

b. Unsatisfactory Term/Cumulative Grade Point Average. Failure to bring term/cumulative grade point average above 2.5 (C+) during the term the student is on probation.

c. Failure to carry a full course load. A full course load, as defined in paragraph 4.a.(1).(f)., must be carried even though a student is on probation.

8. Unsatisfactory Performance Other Than Academic. The Commanding Officer, NAVSTABREM, may recommend disenrollment for a student at any time if it is determined that:

a. Insufficient effort is applied in conjunction with coursework.

b. A satisfactory attendance record is not maintained.

c. Military performance has degraded in any performance trait such that continued enrollment in the EEAP would be inconsistent with the program policies.

9. The ESC of a student who has been placed on NETPMSA probation (regardless of which term and for what reason) will obtain telephone approval from NETPMSA before allowing student to enroll in the following term.

(3) Disenrollment Procedures

(a) Command Responsibilities

1. The ESC will keep the Commanding Officer, NAVSTABREM, advised of all students whose performance is unsatisfactory, as defined in paragraph 4.b.(2).(b)., and will convey to the Commanding Officer, NAVSTABREM, any written recommendation from the college concerning the continued enrollment or disenrollment of the student.

2. Students recommended for disenrollment will have an opportunity to submit, via the Commanding Officer, NAVSTABREM, a statement of extenuating circumstances on their behalf. All requests for disenrollment will be forwarded to Commanding Officer, NETPMSA, (Code 043) for final approval/disapproval. Requests for disenrollment will be made by naval message due to the short interval between terms. Message address is NETPMSA PENSACOLA FL.

3. Students recommended for disenrollment will be assigned to the Commanding Officer, NAVSTABREM, for military duties pending receipt of approval/disapproval of request from Commanding Officer, NETPMSA, and subsequent receipt of orders from COMNAVMILPERSCOM.

c. Administration

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(1) Naval Administration

(a) General Administration. The administration of the EEAP students is the responsibility of the ESC. The ESC will report to the Commanding Officer, NAVSTABREM, on all matters dealing with the EEAP students.

(b) Records Maintenance and Disposition. Military personnel service records of EEAP students will be maintained by the Personnel Support Activity(PSA)/Personnel Support Detachment (PSD) servicing NAVSTABREM.

(c) Disciplinary Matters. The Commanding Officer, NAVSTABREM, will request college authorities to refer any action on disciplinary matters involving an EEAP student. Appropriate action will be taken per current Navy directives or the Uniform Code of Military Justice (UCMJ).

(d) Nonjudicial Punishment. Nonjudicial punishment of EEAP students will be the responsibility of the Commanding Officer, NAVSTABREM. The Commanding Officer, NETPMSA, will be kept informed on such matters.

(e) Leave. All EEAP students will be granted leave per current Navy regulations. Except for emergency reasons, leave will not be granted during any academic instructional period. Within established regulations, the Commanding Officer, NAVSTABREM, will establish a liberal muster/leave policy in granting "time off" during academic recesses. If the student does not desire to take leave, the ESC will assign military duties as appropriate.

(f) Advancement in Rating. EEAP students are eligible for advancement in rating per established procedures. Military and Personnel Advancement Requirement (PAR) records will be maintained by NAVSTABREM Administrative Department. Military Leadership Examinations will continue to be required for advancement eligibility. The ESC will coordinate with the servicing PSA/PSD to ensure that adequate tests are available for EEAP students who desire them, and ensure students are adequately informed of scheduled examinations.

(g) Performance Evaluations. All EEAP students will be evaluated as set forth in reference (c).

(h) Military Instruction. The ESC should provide

military instruction and orientation to inform the students of their military responsibilities and new policies and developments in the Navy. This instruction will be scheduled on a not-to-interfere basis with the student's academic priorities.

(i) Military Inspections

1. EEAP students will muster in uniform at least once per month, and will be inspected by the ESC. EEAP students will adhere to the Navy grooming standards at all times.

2. ESC will establish the dates and times for these inspections as not to interfere with the student's academic schedule. Concurrent with the inspection, the student's progress and academic standing should be reviewed, or problems discussed which may require assistance to resolve.

(j) Physical Fitness. The NAVSTABREM Command Fitness Coordinator will administer the physical readiness test (PRT) to the EEAP students, per current Navy directives. Failure of an EEAP student to comply with the PRT standards is cause for disenrollment from EEAP. Urinalysis screening will be conducted in the same manner as for other NAVSTABREM personnel.

(k) Wearing of Uniform

1. All EEAP students are permitted to wear appropriate civilian attire while enrolled in college. Their personal appearance, however, will be in keeping with the high standards expected of them when in uniform.

2. When conducting military business aboard any military installation, EEAP students will be in the uniform of the day, unless in a leave status.

(l) Off-Duty Employment

1. Detailed guidance and regulations concerning off-duty personnel employment in the Naval establishment are set forth in reference (d).

2. EEAP students will attend all scheduled classes, lectures, seminars, laboratories, and other required

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functions which contribute to their educational program. They will devote such time in study, preparation, and other educational activities as necessary to maintain maximum academic performance.

3. EEAP students are required to meet all military obligations set forth in this instruction and other pertinent Navy regulations.

4. EEAP students will not be restricted from voluntarily engaging in legitimate and ethical enterprise or employment while on leave or liberty; however, off-duty employment is strongly discouraged. All EEAP students will submit a special request chit to the ESC to request permission for off-duty employment.

(m) Graduation. Immediately upon graduation the student is responsible for submitting a final transcript, bearing the college seal, indicating degree and date awarded, and a copy of orders out of the EEAP to the ESC, to be forwarded to Commanding Officer, NETPMSA, (Code 043).

6. Reports and Forms. The following reports will be submitted by the ESC to the Commanding Officer, NETPMSA, (Code 043):

a. EEAP Student Grade Report. Forward a legible copy of the grade report on each student at the completion of each term of instruction via the Commanding Officer, NAVSTABREM. Copies of machine printed grade reports bearing the school name will be provided. Term and cumulative grade point averages (GPA) will be indicated on each report.

b. EEAP Student Unsatisfactory Performance Report. Submit via the Commanding Officer, NAVSTABREM. The ESC will include a copy of the unsatisfactory performance evaluation of applicable grade reports.

c. EEAP Withdrawn Report. Submit via the Commanding Officer, NAVSTABREM; to be submitted when the student voluntarily withdraws.

d. EEAP Availability Report. The ESC will coordinate with NAVSTABREM Administrative Department and the PSA/PSD servicing NAVSTABREM to forward an availability report to COMNAVMILPERSCOM (NMPC-40BB) immediately upon graduation/disenrollment of a student, with a copy forwarded to Commanding Officer, NETPMSA.

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e. EEAP Student Counseling Form. Counseling forms will be maintained by the ESC on each EEAP student.

/S/

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